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28 December 1956

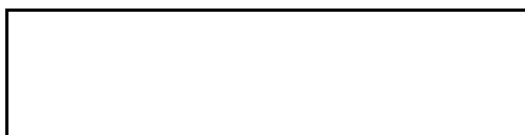
MEMORANDUM FOR: Members of CIA Ad Hoc Library Survey Committee

SUBJECT : Background Materials for Library Survey

REFERENCE : Minutes of Meeting, 25 October 1956

1. Consistent with reference and with our discussion in the meeting of 25 October 1956, I am forwarding herewith a draft memorandum to the Library Consultants Panel, a questionnaire on Library Requirements, and a consolidated "Terms of Reference" derived from your contributions. The Consultants are expected to arrive and begin their work on or about 1 February 1957. I should be grateful if your completed questionnaire (5 copies) could be returned to me on or before 7 January 1957, together with comments on the draft memorandum or any other matter pertinent to the Library Survey.

2. Careful attention to the filling out of the Questionnaire will increase the effectiveness of the Library Consultants Panel. It is suggested that particular attention be given to those aspects of the needs of the various offices that are out of the ordinary and require special provision by the CIA Library, in terms of its facilities, services, or methods of operation.



Chairman
CIA Ad Hoc Library Survey Committee

Attachments:

1. Draft memo to CIA Library Consultants Panel
2. Questionnaire on Requirements for Library Service
3. Proposed Outline Terms of Reference

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Next Review Date: _____	
Auth.: HR 76-3	
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